
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2010-199

CSS SUPERINTENDENT

PROMOTABLE MSGT - SMSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 9 Nov 2010 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 2-4year Statutory Tour at **AFNORTH/CSS (Tyndall AFB, FL)**. Must be Air Force Specialty Code (AFSC) **3S07/91**. Duties and Responsibilities: Serves as the Superintendent of the CSS functions services Regular Air Force members, Air National Guard and Air Force Reservists. Oversees administrative actions relating to unit programs such as military sponsor, immunizations, PHA & Dental and the Unit Fitness Program. Oversees military personnel actions, computerized personnel data, in-out processing, reenlistments, promotions, separations, retirements and assignments. Advises Leadership, Officers and Airman on military programs and issues. Represents the Directorate as the Crisis Action Team Lead. Oversee the Unit Control Center Program for 1 AF. Manages and delivers real time situational awareness on personnel responsibilities such as: Personnel Accountability, Request for Forces, In-Out Processing. Fielding taskings from the CAT director relating directly to A1 Operations. Assists the MPSRC Chief with the oversight of PERSCO operations, In-Out processing, accountability, SITREP reporting during exercise & contingencies. Advises and provides counsel to A1 employees regarding policies, procedures, and directives of management. Completion of DSCA training, Phases I and II preferred. Should have an overall knowledge of DoD, USAF, ANG and AFRC structured missions, programs, policies, and organizational relationships and basic understanding of Joint working environment. Delivers briefings and presentations to senior officers at all NAF, MAJCOM and Combatant Commands. Must possess superb interpersonal and communicative skills, both oral and written; have the ability to establish and maintain effective working relationships, and negotiate effectively and professionally. Assists in the development of RegAF, ANG, and AFRC standards, policy, plans, and objectives responding to new and existing processes and requirements as established by the United States Air Force, National Guard Bureau, Air Force Reserve Command and Department of Defense. Oversees, advises, and executes all staff personnel of CSS actions and programs. Mentors and counsels all enlisted personnel assigned. Provides oversight and management of 120 Air Force Reservists assigned to 1st Air Force. Manages and directs personnel resource activities to ensure all military personnel are equipped, trained and ready for duty if called upon during a contingency or natural disaster. Oversees the CMAS, AROWS, and MPA processes. Oversees Military Appropriations Authorizations Program to facilitate the emergent, unplanned and non-recurring short-term projects with skilled manpower assets, which cannot be accomplished with assigned Regular active duty Air Force personnel. Performs other duties assigned.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: “I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.”

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
